

HUDSPETH REGIONAL CENTER



Jerrie T. Barnes, M.Ed.
Director

100 Hudspeth Center Dr.
Post Office Box 127-B
Whitfield, Mississippi 39193

(601) 664-6000
Fax: (601) 354-6945

TO: All Departments
FROM: April Jackson, Unit II Administrator
DATE: May 17, 2021
RE: Job Vacancy

Classification: MH-Program Administrator I

Salary: \$42,492.63

HOURS: 8:00 a.m. – 4:30 p.m.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education: A Master's Degree from an accredited four-year college or university;

AND

Experience: Five (5) years of special experience defined below, two (2) years of which must have been in line or functional administrative supervision or oversight of statewide programs;

OR

Education: A Bachelor's Degree from an accredited four-year college or university;

AND

Experience: Six (6) years of special experience defined below, two (2) years of which must have been in line or functional administrative supervision or oversight of statewide programs.

Special Experience: Employment must have been in an administrative/professional capacity in an area of work related to the functional responsibility of the bureau in which the position exists. In those bureaus where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the bureau, the incumbent may also be required to be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

Job Duties include, but not limited to:

- ❖ Supervises the daily operation of direct care providers including assigning work, coordinating paperwork and attending team meetings.
- ❖ Ensures compliance with ICF/IID regulations, Department of Mental Health regulations, and other state regulations.
- ❖ Maintains appropriate coverage for all shifts on the Unit assigned.
- ❖ Works each shift at least once monthly and performs walk through inspection of each cottage weekly.
- ❖ Conducts interviews and make recommendations for hiring to fill any vacant Direct Care Professional positions.
- ❖ Provides appropriate training to all Direct Care Staff.
- ❖ Performs administrative function related to the operation of the Unit including inspection and evaluating the need for cottage repairs, reviewing reports and records submitted by subordinates and conferring with the Unit Administrator concerning major problems.
- ❖ Administers and maintains Performance Development Assessments on all staff to ensure compliance and arbitrate personnel issues.
- ❖ In the absence of the Unit Administrator, the Coordinator of Direct Care Services will serve as the Unit Administrator

Applications will be accepted in the Human Resource Department through May 21, 2021. Should you have any questions, please contact April Jackson at 601-664-6202.

THE STATE OF MISSISSIPPI/HUDSPETH REGIONAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER